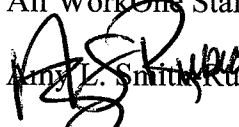




TrackOne - Technical Guidance Bulletin
TTGB – 2007-02

TO: Regional Operators
Indianapolis Private Industry Council
Directors of Operations for Northern and Southern Indiana
All WorkOne Staff Working with the Trade Adjustment Assistance Program

FROM:  Amy L. Smith, MA, LMHC, Director of Strategic Initiatives

DATE: September 27, 2007

SUBJECT: Requiring All TAA WorkOne Staff to Follow Guidance in Issued TTGBs

Background

The Indiana Department of Workforce Development procured an electronic case management system for the delivery of workforce development services effective July 1, 2006. The system was operational on July 1, 2006 for the Workforce Investment Act (WIA) and Trade Adjustment Assistance (TAA) funding sources. The system will become operational for the Wagner-Peyser and Veterans programs in 2008.

Purpose

All WorkOne staff working with the Trade Adjustment Assistance program must become familiar with and comply with all previously issued TrackOne Technical Guidance Bulletins (TTGBs). In the future, Trade Adjustment Assistance WorkOne staff will be notified when new TrackOne Technical Guidance Bulletins are issued.

Content

During this year, those staff working with the Trade Adjustment Assistance program in Indiana's WorkOne Centers and Express sites have received training in TAA and TrackOne. The manual for this training is now available online at the Indiana Department of Workforce Development's Web site at <http://www.in.gov/dwd/3452.htm>. Also, at this site are all the TrackOne Technical Guidance Bulletins issued regarding the TrackOne system since August 15, 2006 (TTGB 2006-01) plus other resources. TAA staff should become familiar with the procedures outlined in these documents.

The TrackOne Case Management System is designed to record service delivery information on every client service while also providing transaction records necessary to document program performance.

Indiana is moving toward full integration of the workforce investment system. To accomplish this objective, the TrackOne Case Management System has been designed to support the full integration of programs, services and eligibility determination processes of the Workforce Investment Act, Trade Adjustment Assistance Act and, in 2008, the Wagner-Peyser and Veterans Employment and

Training Service (VETS) programs. As a result, TAA workers must familiarize themselves and comply with the data collection requirements contained in the TrackOne Technical Guidance Bulletins. Conversely, staff funded by the Workforce Investment Act and other programmatic funding streams must familiarize themselves and comply with the data collection requirements contained in the Guidance Bulletins as well.

Any questions regarding the content of this bulletin may be directed to:

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| TTGB Number | Subject Matter |
|--------------------|--|
| 2007-02 | Requiring All TAA WorkOne Staff to Follow Guidance in Issued TTGBs |
| 2007-01 | Supplemental Data |
| 2006-25 | Unemployment Insurance Referral |
| 2006-24 | Youth Incentive Payments |
| 2006-23 | Modifications to the TrackOne Alert System |
| 2006-22 | Core Service Record Update in TrackOne |
| 2006-21 | Recording the Highest Grade Completed in the TrackOne Case Management System |
| 2006-20 | Collection of Equal Employment Opportunity Commission (EEOC) Data |
| 2006-19 | Protection of Clients' Personal Information in the TrackOne Case Management System |
| 2006-18 | Roles of DWD Staff, Regional Master Users & the TrackOne Help Desk for TrackOne Data Correction |
| 2006-17 | Youth Participants and Core Services |
| 2006-16 | Update to Protocol for Transferring Clients between Regions |
| 2006-15 | Case Notes and Service Notes in TrackOne |
| 2006-14 | Change to TTGB 2006-13, Entitled "Dual Data System Usage" |
| 2006-13 | Dual Data System Usage |
| 2006-12 | Youth Provider or Eligible Training Program Number |
| 2006-11 | Obligation Tracking in TrackOne |
| 2006-10 | Transferring a Participant from One Region to Another Region in TrackOne |
| 2006-09 | Use of Z Codes following Conversion to TrackOne |
| 2006-08 | WIA Tier Progression Documentation Requirements for TrackOne |
| 2006-07 | New Enrollments into TrackOne |
| 2006-06 | Clarifications and Additions to TTGB 2006-04 Entitled "Case Management System Usage" |
| 2006-05 | Data Correction Protocol |
| 2006-04 | Case Management System Usage |
| 2006-03 | Allowing Log on Capabilities for Case Managers Providing Services at Multiple Locations within One Region |
| 2006-02 | To Establish the Procedure for Removing Former Employees' Password Rights to the TrackOne Case Management System |
| 2006-01 | Youth Testing Requirements (Out-of-School) |